



APPOINTMENT APPROVAL

Instructions:

- Supervisor completes this form and obtains Director's signature.
- Director submits completed and signed form to Human Resources Director for review and approval.
- Human Resources Director obtains approval from Executive Director.
- Employment offer is made by the Supervisor and/or Director.
- Human Resources Director drafts an Appointment Letter, obtains Executive Director's signature and mails to new employee.

Name of Employee _____ RED ID # _____

Home Locator # _____ Supervisor's Name _____

Effective Date _____ If Temporary: Start Date _____ End Date _____

Position Title _____

Pay Rate _____ Hourly Annually Grade _____ Range _____

Classification:

Select one:

- Exempt
- Non-Exempt

Select one:

- Supervisor
- Non-Supervisor

Status:

- Full-Time
- 3/4-Time
- 1/2-Time
- Temporary

Regular Hours Per Week _____

Special Schedule Details:

Introductory Period: Six Months Approximate Date of First Evaluation _____

Possible Raise at First Evaluation YES (Not to Exceed _____%) No

Note: All benefits begin on the 1st of the month following the effective date.

To order name tag, name plate, business cards, etc., contact your Department Office Supervisor.

Approved by:

Supervisor _____ Date _____

Director _____ Date _____

Human Resources Director _____ Date _____

Executive Director or Associate Director _____ Date _____